

Weekly Report for Week Ending 5 November 1958  
from  
RECORDS DISPOSITION BRANCH

1. Contributions

Completed the file installations and training of secretaries in the Mobilization Staff and the IAS Pool, O/Personnel. Three feet of records were retired to the Records Center and eight feet were destroyed. A total of 14 installations have been completed throughout the Office of Personnel to date. [REDACTED]

2. Assignments

25X1A9a

a. Shelf Filing

25X1A9a

✓ Records Management Survey/Office of Personnel [REDACTED]

No change from previous report.

25X1A9a

Office of Central Reference/IR Shelf Filing [REDACTED]

Purchase order is being processed by the Office of Logistics, however, bids have not been requested at this time. 25X1A9a

General Counsel/Office Layout and Filing Equipment [REDACTED]

We have been informed by the Building Planning Staff that an area approximately 8 x 8 sq. ft. will be available for use by the OGC in the New Building as a utility room. With the concurrence of the OGC we propose to request a modification through the Office of Security to permit use of this room for filing purposes and that it be made a secured area.

b. Records Systems

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✓ Subject-Numeric Files-OP [REDACTED]

✓ Fourteen installed, one in process in Employee Relations Branch. (25% complete).

25X1A9a

✓ Office of Personnel/Contract Personnel Division/Card Index [REDACTED]

No change from previous report.

✓ Security Staff/New Building [REDACTED]

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Project continuing on schedule. Procedures and work flow chart are being completed. 25X1A9a

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25X1A9a

No change from previous report. The ARO, Miss [REDACTED], has been contacted and was asked to consider completing this project in the near future.

c. Records Schedules

Medical Staff [REDACTED] 25X1A9a

Revised schedules are being drafted for the branches that have been surveyed.

Revision of Records Control Schedule - OCR [REDACTED] 25X1A9a

ARO has prepared draft revisions of schedules for Office of the AD, Liaison Division, Graphics Register, Biographic Register, and Special Register. These revisions are being reviewed in Liaison Division, GR, BR, and SR. Revisions remaining to be done include those for Industrial Register, Library Division, and Machine Division.

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3. Vital Records

Microfilming of the OCR/GR Master Photo File continues. This project is approximately 2% complete.

The project of withdrawal and destruction of obsolete intellofax cards at the Repository continues. To date, over 1,000,000 cards have been destroyed.

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A meeting was held with Mr. [REDACTED] ARO for OCR and Mr. [REDACTED] Chief of Machine Division to seek answers to questions raised by Mr. [REDACTED] at the Repository. The answers received will permit Mr. [REDACTED] to proceed with the above project which will result in additional card destructions.

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25X1A6a

A request was received from the ARO, OSI for us to indoctrinate 19 employees in the VM program at [REDACTED] Arrangements are being made with the motor pool to obtain a bus for the 19th of November to transport these employees.

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Mr. [REDACTED] visited the Repository last week to discuss the revised tab card procedure for OO/C card deposits. Mr. [REDACTED], ORR, also accompanied this trip to view his records in the Records Center.

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4. News 25X1A9a

a. Messrs [REDACTED] of the new Security Records Division Security Office, are in the process of examining the records control schedule with the view of increasing and accelerating the retirement of security records to the Center. Impetus was given to this by the excellent and detailed tour afforded [REDACTED] by the records center personnel. 25X1A9a

b. Messrs [REDACTED] attended the O&M Luncheon Conference at All States.

c. Messrs [REDACTED] attended two and three sessions, respectively of the Office Management Conference at Maryland University.

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